



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT

Division of Workforce Solutions
Bureau of Workforce Programs

**TO: Economic Support Supervisors
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No.: 01-62

**File: 2411
2433.5
2433.8**

Date: 10/09/2001

Non W-2 ☐ W-2 ☒ CC ☐

PRIORITY: High

**SUBJECT: CUSTODIAL PARENT OF AN INFANT AND 24-MONTH AND
60-MONTH EXTENSIONS**

CROSS REFERENCE: *W-2 Manual*
Operations Memo 00-34 and 01-30.

EFFECTIVE DATE: Immediately

PURPOSE

This memo provides policy and CARES instructions on granting time limit extensions to individuals eligible for Custodial Parent of Infant (CMC) cash payments.

EXISTING CMC POLICIES

A W-2 participant in the CMC placement is subject to the 24-month time limit in any one of the subsidized employment positions and the 60-month time limit if the child is born more than 10 months after the date the individual was first determined to be eligible for AFDC or a W-2 employment position.

However, if the birth was the result of sexual assault or incest and that sexual assault or incest has been reported to a physician and law enforcement authorities, the clock will not tick regardless of when AFDC or W-2 eligibility was first determined (*W-2 Manual 2.3.1.2*).

Determining which 24-month clock should tick is based upon the W-2 employment position the participant was in immediately preceding placement in the CMC. If a CMC participant was in a W-2 subsidized employment position immediately preceding (1 day or less) placement in CMC, the 24-month clock of the subsidized employment position the participant was in would continue to tick. If the person was not in a W-2 subsidized employment position immediately preceding

placement in CMC (2 days or more), a 24-month subsidized employment position clock would not tick, but the 60-month clock would continue to tick (*W-2 Manual 2.3.1.2*).

Based on the above policies, 24-month and 60-month time limits may expire for some CMC eligible participants thus making consideration of an extension necessary.

CMC EXTENSION POLICY

W-2 agencies may grant time limit extensions to Custodial Parent of an Infant (CMC) eligible individuals when:

1. CMC eligible individuals return to W-2 but do not want cash assistance beyond when their child turns 12 weeks of age.
2. CMC eligible individuals return to W-2 but will not be eligible for W-2 beyond when their child turn 12 weeks of age.

In these situations, the FEP does not have to determine if the individual qualifies for an extension based on the extension criteria and may enter an extension covering the time until the child turns 12 weeks of age without Department approval (see **CARES PROCESSING**).

If the person wants cash assistance and the agency determines that the individual will likely qualify for cash assistance after the child turns 12 weeks of age, the agency would have to submit extension materials and follow existing extension request procedures outlined in Operations Memo 01-30.

The purpose of this policy is to ensure that a person who has a child 12 weeks of age or less and is eligible for the CMC cash payment has income support regardless of whether he or she has met the W-2 time limits. This is consistent with existing CMC policy.

It is not expected that a single parent could maintain full-time employment and care for a child less than 12 weeks of age at the same time. Therefore, placement in CMC does not hinge on an individual's employability. In addition, there is no mandatory participation requirement while the participant is in the CMC placement. (See Operations Memo 00-34 for more information on CMC eligibility). However, the W-2 extension criteria is geared toward W-2 program participation as well as the W-2 participant's ability to obtain employment. For that reason, the criteria are appropriate for and applicable to anyone in a W-2 employment position. For the same reason, the criteria is not appropriate for and not applicable to an individual eligible for the Custodial Parent of an Infant benefit

Example 1: Carrie has been in a W-2 Transition (W-2 T) placement for 18 months. Recently, her physician has lifted the majority of work restrictions that have kept her in W-2 T and the FEP moved her to a Community Service Job (CSJ). However, 2 months into her CSJ, Carrie informs the FEP that she is 5 months pregnant and she has verification from the doctor that it is a high-risk pregnancy. Carrie's child is due when she will be in her 24th month. The FEP places Carrie back in W-2 T. Because Carrie will be in CMC when her time limit expires, the FEP evaluates Carrie for an extension based on the W-2 T extension criteria. Using the W-2 T extension criteria, the FEP determines that Carrie has cooperated with all assigned activities and that she has a medical condition that is preventing her from advancing to a higher W-2 employment position. The FEP requests a three-month extension. Once the 3-month extension expires, the FEP will move Carrie into a CSJ placement.

Example 2: Leanne has used 18 months of W-2 T eligibility but is not cooperating with providing medical documentation. Because Leanne refuses to provide information that warrants her continuation in W-2 T, the FEP moves her to a CSJ. Leanne only cooperates sporadically with CSJ assignments and then announces that she is pregnant and the doctor says that she cannot participate in CSJ activities. The FEP moves Leanne back to W-2 T and asks her to bring in medical verification from the doctor within the month. Leanne is expecting her child the month after she will reach 24-months in her W-2 T placement. Because Leanne only has six months left in W-2 T, the FEP must evaluate Leanne for an extension in the W-2 T position. Because Leanne failed to return her medical documentation or participate in her assigned activities, Leanne is not eligible for a W-2 T extension. Leanne is given the option of returning to a CSJ and participating in assigned activities or declining W-2 prior to reaching the time limit. Leanne refuses to participate in CSJ or sign the Declining Aid form and, therefore, her case closes when she reaches 24 months in a W-2 T. The FEP informs Leanne that she may be eligible for cash assistance when her child is born and that she should consider returning to the W-2 agency at that time. The month following the case closure, Leanne has her baby and returns to the W-2 agency to request cash assistance. At that time, the FEP determines that Leanne met W-2 eligibility and CMC placement criteria and places her in CMC. Even though Leanne has reached 24-months in a W-2 T, an extension is not necessary because the CMC placement will not affect the W-2 T clock. Because Leanne has not participated, she will no longer be eligible for W-2 once her child turns 12 weeks of age.

Example 2a: While Leanne is in her CMC placement, she states that she wants cash assistance beyond her CMC placement and brings in verification that she has a medical condition that would affect her ability to participate in a CSJ and would warrant her placement in W-2 T. Based on the new information and Leanne's demonstration to cooperate, the FEP determines that Leanne will be eligible for placement in W-2 T and begins the existing extension request process based on the impending W-2 T placement. In this situation, the W-2 agency would more than likely have to work with its DWS regional staff for an expedited decision.

Example 3: Bonnie's third child is due in her 23rd month of eligibility in a CSJ. Bonnie has not been cooperating in her CSJ assignments. Therefore, in the 21st month of eligibility in her CSJ, the FEP determines that Bonnie will not qualify for an extension. The FEP continues to work with Bonnie to try and engage her and also reminds her that she is using up valuable months of eligibility. Despite the FEP's attempts, Bonnie remains in W-2. When Bonnie has her child, she is moved to CMC. When Bonnie reaches her 24th month, Bonnie's child is 4 weeks of age. Because Bonnie is CMC eligible and will not qualify for benefits beyond when her child turns 12 weeks, the FEP enters a 2-month extension for Bonnie that will end when her child turns 12 weeks of age.

Example 4: Nancy is in a W-2 T placement and has reached her 56th month on her 60-month clock. During her 52nd month, she informs the FEP that she is pregnant and due in what will be her 59th month. In her 56th month, the FEP evaluates whether Nancy will be eligible for a 60-month extension. The FEP determines that, based on Nancy's willingness to cooperate and her ongoing medical issues, Nancy is eligible for a 60-month extension and follows existing extension request procedures.

Example 5: Gina is in a CSJ placement and her second baby is due during her 59th month. In her 56th month, the FEP determines that Gina is not eligible for a 60-month extension because she has not participated with her job search requirements and only attends her CSJ site sporadically. When Gina reaches the end of her 60-month clock, her child is 8 weeks old. Because Gina is CMC eligible and will not qualify for benefits beyond when her child turns 12 weeks, the FEP enters a 1-month extension for Gina that will end when her child turns 12 weeks of age.

Example 6: Rachel is in a CSJ placement and has reached her 58th month on her 60-month clock. Rachel's baby is due 2 months after she would reach 60 months. Because Rachel has not cooperated with assigned CSJ activities, Rachel is not eligible for a 60-month extension. The FEP informs Rachel that she may be eligible for cash assistance when her child is born and that she should consider returning to the W-2 agency at that time.

Example 7: Eliza reached her 60-month time limit in September 2001 and is no longer in W-2. Her third child is due May 5, 2002 and she will be applying for W-2 because her current employer doesn't offer paid maternity leave; however, Eliza will be returning to that employer once her child turns 12 weeks of age. If Eliza is found eligible for W-2, the FEP can place her in CMC and enter a 3-month extension until the child turns 12 weeks of age.

Example 8: Sara reached the 60-month time limit in October 2001 and she is no longer in W-2. When Sara reached 60 months, she declined W-2 and moved in with her mother. Sara's second child was born 2 days ago on December 2, 2001. She is again applying for W-2 because her mother's landlord will not allow Sara and her new child to stay in the apartment. Therefore, based on the FEP's assessment, Sara will likely qualify for ongoing W-2 cash assistance. Because Sara has reached 60 months of eligibility, the FEP cannot place her in CMC unless she has an extension and because Sara will need ongoing assistance, the W-2 agency must follow existing extension request procedures. The FEP must determine what the appropriate placement will be for Sara once her child turns 12 weeks of age and apply for an extension based on that placement. Because Sara is immediately eligible for CMC, the W-2 agency must contact the regional office in order to assist in expediting the extension review process.

CARES PROCESSING OF 60-MONTH CMC EXTENSIONS

Extension reason codes CM1, CM2, CM3, and CM4 have been added to CARES table TTLE. In the policy described above, the agency can enter one of these codes without seeking state approval. If the agency has not requested an extension beyond the 12 weeks, the CMC extension and placement must end 12 calendar weeks after the child was born. The CMC placement and extension must end exactly on the day that the child turns 12 weeks of age. (See Operations Memo 01-21 for more information on CMC placement end dates).

Entering a CMC extension in CARES:

1. On AIWE, enter the "60mo" clock type and the W-2 agency approval code (ERA). Hit enter to process the screen.
2. Again on AIWE, enter the "60mo" clock type and the appropriate CMC code (CM1, CM2, CM3, CM4). In order to determine the appropriate CMC code, the FEP must calculate the

day the child will turn 12 weeks of age. Because extensions are based on calendar months (the first day of the month until the last day of the month), it may be necessary to enter a 1-, 2-, 3-, or 4-month extension. The number in the CMC code corresponds with the number of months.

Press [ENTER] to process the screen.

Example: Mary applies for CMC in late May. Her daughter is born on May 23, 2001. Her daughter will turn 12 weeks of age on August 9, 2001. She will not need cash assistance beyond the 12 weeks. Therefore, Mary will need an extension for May, June, July and August. The FEP would enter CM4 on AIWE. The FEP would end the CMC placement and delete the remaining extension on August 9, 2001.

NOTE: Remember, the extension and CMC placement must end on the date the child turns 12 weeks of age. CARES will not automatically end date the placement. The FEP must end date the placement and delete the remaining time on the extension.

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